

**DEPARTMENT OF CORRECTIONS
WCC VISIT GUIDELINES
PER DOC 450.300 REVISED 11/07
Attachment 1**

WELCOMING STATEMENT

The Department of Corrections welcomes you to Washington Corrections Center. We wish to provide a family friendly environment. To do this, there are some security measures we must take to ensure your visit is safe and pleasant. The allowable number of visitors at one time may vary from one facility to another. All Department of Corrections facilities are chewing gum and tobacco-free. Please read and focus on the guidelines so you may have an enjoyable visit.

WHO CAN VISIT

Each offender may have up to five (5) approved visitors per visit. Note: An offender may not be available for a visit. Visitors may avoid making an unnecessary trip, or being turned away, by pre-arranging visits with the offender.

Reminder: *If you no longer wish to be on the approved visitor list, please submit a request to be removed in writing.*

Minors may visit with an approved escort only.

WHEN YOU CAN VISIT

Note: *Visiting is operated during all legal holidays, but may be restricted during banquets and some special events.*

TIME	FRIDAY	SATURDAY	SUNDAY	MONDAY
10:15 A.M. TO 12:30 P.M.	CEDAR R-4 R-5	CEDAR R-6&7 R-1&2	CEDAR R-4&5 R-2&3	CEDAR R-6&7 R-1&3
12:45 P.M. TO 3:00 P.M.	CEDAR R-4 R-5	CEDAR R-6&7 R-2&3 <u>IMU</u> (12:00-3:00)	CEDAR R-4&5 R-1&3	CEDAR R-6&7 R1&2
4:15 P.M. TO 7:45 P.M.	CEDAR R-6&7 R-1-3 OPEN IMU	CEDAR R-4&5 R-1-3 OPEN	CEDAR R-6&7 BANQUETS ACTIVITIES	CEDAR R-4&5 R-1-3 OPEN

HOW YOU GET THERE

IN CASE YOU GET LOST You can contact WCC at (360) 426-4433 Ext # 5227 during visiting hours (see above).

I-5 North or South: From Olympia take exit 104, Aberdeen/Ocean Beaches. Just past Mud Bay, take the Port Angeles cut-off. Bypass all 3 Shelton exits and pass Sanderson Field Airport on the left. Go approximately 1 more mile and watch for green highway sign that says Washington State Patrol Academy/Washington Corrections Center. Turn left onto Highway 102. Go past the State Patrol Academy. Approximately 1 more mile you'll come to the Corrections Center on the left.

PARKING INFORMATION As you enter the institution's driveway, proceed to the speaker box located in the turn-out to your right and receive instructions on where to park. You will be asked your reason for coming and directed to the lot on the left hand side of the driveway. Please utilize the parking spots forward towards the buildings, marked visitor. If you have a disability, tell the tower when checking in and you will be directed to the appropriate handicap parking area.

To ensure the safety of all, persons not visiting including children and pets must not be left in cars. It is necessary for those providing transportation of visitors to remain until the visitor is checked in, in case there is a problem with the check-in of that individual. All vehicles parked on DOC property must be secured when unattended

WHAT TO DO WHEN YOU ARRIVE

VISITOR CHECK-IN

Visitors are welcome to arrive 15 minutes prior to visits. Once your vehicle is locked, please check-in at the front visit desk located next to the scanner at the main entrance. *At the scanner there is a limited amount of free lockers to secure your keys and belongings. Visitors are encouraged to secure large objects such as purses wallets ECT. in their vehicles and bring in only their picture ID, keys and money. Visitors are encouraged to utilize the restrooms prior to checking in for their visit.*
NOTE: Tobacco products must be left in your vehicle.

DOC VISIT GUIDELINES

Visitors who leave authorized visitor areas during any visit period will not be allowed to return until the next authorized visit period

First time visitors, who wish to use the vending machines, should bring a five dollar bill to purchase a vending card with. This is a durable card and can be used for all visits at WCC. Visitors can bring up to \$15.00 per person in denominations of \$1.00-\$20.00 bills. None of the machines accept change.

Visitors, who must share bad or sad news, please inform staff in advance.

IDENTIFICATION All visitors, 16 and older, will be asked to show current photo identification (e.g.: driver's license, passport, military or government identification, tribal identification, alien registration, state identification).

SEARCHES

Visitors will be asked to sign a search permission form which is required for visiting. Pat searches, vehicle searches, personal property searches and/or canine searches may be conducted.

CARRY-INS

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- Small comb or brush
- Medical- Visitors are allowed life sustaining medications or medical equipment that is needed during the visiting period, if the visitor provides proof of prescription of medically authorized need.

HOW TO ENJOY YOUR VISIT

The following guidelines are in place to ensure a safe and pleasant visit. **Continuation of your visit and visiting privileges will depend on:**

- Arriving without having consumed alcohol and/or illegal substances or being in possession of contraband.
- Visitors and/or offender following DOC visit guidelines and rules.
- Compliance with all search procedures.
- No disturbances or emergency situations within the facility.
- No clear and/or immediate danger or suspicion of criminal conduct that threatens the health and safety of any visitor, offender, or staff
- It is the responsibility of both inmates and their visitors to read and understand all posted visit room policies and rules.

Dress standards are necessary to ensure the safety and security of visitors and offenders to promote a non-offensive, family oriented environment and to provide efficient processing of visitors. The visiting Sergeant/designee will make the final determination regarding the appropriateness of any clothing, footwear, accessories allowed. The following guidelines apply to visitors five years and older:

CLOTHING

- All clothing must be clean and in good repair free of holes, rips, or tears.
- Undergarments must be worn to include briefs and brassieres for females. Males must wear briefs, boxers or long underwear.
- Clothing must be worn that does not expose undergarments, cleavage, stomach/midriff, bare back when arms are raised, or bare chest. Examples of inappropriate clothing are: Tight fitting, low cut tops or bottoms, sheer, see-through or mesh, camisole type tops, halter tops, tank tops, sleeveless blouses or shirts.
- Dresses or skirts must be no shorter than at the top of the knee.

FOOTWEAR

- All visitors must wear socks, stockings, or pantyhose.
- Shoes, sandals and boots must be in good repair. We are unable to allow flip flop/ thongs, shower shoes, slippers, or foul weather style boots or shoes.

ACCESSORIES

- Four pieces of jewelry in piercing (e.g.: one nose, one lip, two ears, or the combination of four pieces of pierced jewelry).
- One watch.
- Wedding ring set and one ring.
- Two necklaces.
- Two bracelets.
- Two pair of eyeglasses.
- Belts may be worn excluding money belts or belts with compartments.
- Headgear or excessive hair ornaments, when medically required with written verification, or part of a religious practice.

Clothing and accessories listed below or other items considered to be a threat to the security and safety of offenders, visitors or staff as determined by the Superintendent/ designee will prevent your visit.

- Camouflage, wrap around clothing, bib attire, shorts, clothing referring to obscenity, alcohol, drugs, gang references, or sex in any form, and clothing that is difficult to search (e.g.: excessive pockets, padding or layering of one outer garment over another).
- Jewelry that hides other items (e.g.: broaches, locket, pins, or jewelry that looks like a key).

ITEMS FOR INFANTS AND TODDLERS

Items for infants and toddlers will be carried in a clear plastic bag or container.

- Two plastic bottles containing water, juice, milk or liquid formula.
- One plastic Tupperware-type child's cup with lid.
- Two unopened plastic containers of baby food in their original packaging with one plastic baby spoon.
- Two bibs.
- One pacifier or teething object.
- One non-quilted child's blanket.
- One change of baby clothing.
- One disposable diaper per hour of visit
- Baby wipes must be transferred to a zip lock plastic bag prior to visit.

COURTESY DURING VISITS

The following visit room guidelines are in place to ensure that visitors are a safe and pleasant experience for all:

- A brief hug and kiss are permitted at the beginning and conclusion of visits.
- During the visit the only physical contact allowed is holding hands with hands in plain view.
- Conversations should remain quiet without harsh language or swearing, encouraging pleasant and caring family interaction.
- The visit areas furnishings are provided for all visitors. Please use visit room furnishings for their intended use.
- During visitation a debit card may be used for purchases from the vending machines only by the visitor for the inmate. Visitors are reminded to take all unused debit cards and food items with them when they leave.
- Children must be under direct supervision and visual control of the visiting parent or guardian at all times, including children using the restroom. (Offenders may supervise their visiting children while the adult visitor uses the rest room.) Roughhousing and horseplay will be stopped immediately by the supervising parent.
- Verbal corrections and time-outs are the only allowable forms of discipline during visits. Physical discipline is not allowed. DOC is a mandatory reporting agency to CPS.
- For safety and proper identification offenders will wear their identification at all times.
- Showing affection to your children, holding and playing with your visiting child promotes positive family interaction. Please remember to be considerate of other visitors and your public surroundings.
- Please use the changing areas for children, which are provided.
- At times visits may become emotional. Should this happen, a staff may check on your visit.
- Please put away all items used during visits (i.e.: games, toys, books). Please throw trash and recyclables in containers provided at the end of your visit. Leave your visit area as you would want to find it.

Note: During high volume visit days, primarily Saturday, Sunday, Special events and holidays, it may be necessary to shorten individual visits due to over volume. The procedure used is first staff will ask for volunteers to shorten their visits; and then if there are no volunteers, staff will terminate visits due to volume on a first come first leave basis.

SUGGESTION/ COMMENT FORMS ARE AVAILABLE IN THE VISIT ROOM